



National Technical Honor Society

Advisor Checklist

Here's a checklist to help you build a strong chapter at your school! Most resources are available on our website, or can be ordered at no charge. If you have any questions, please call our office at (800) 801-7090!

- Prior to logging in, visit the [Resources](#) page under the Support tab from the main menu at www.nths.org. Scroll down to find all the helpful documents you'll need, and please review them thoroughly.
- Establish your chapter's eligibility requirements from [NTHS Standards](#) and draft your chapter's bylaws.
- **Log into the secure advisor portal with your username and password**, where you may access documents and functions by clicking on different tiles:
 - Review the **Advisor FAQs** tile.
 - Select the **Free Promotional Items** tile to order brochures, posters, window decals, and a sample membership.
 - Click on the **Advisor Resources** tile to access Occupational Codes, the Student Member Application, induction ceremony documents, and more.
- Invite eligible students to join NTHS, and hold a brief informational meeting. Meeting invitations are found in **Advisor Resources**. Distribute NTHS brochures, review the member benefits, and show the PowerPoint presentation.
- Make sure you're familiar with all our [scholarship opportunities](#), and share the procedures and deadlines with your students.
- Set a due date for membership payments from your students (if applicable).
- Click the **Register Student Members** tile, and follow the precise steps on that page to register your new members and complete your order. **Valid email addresses are required for each student.**

We're here to help you every step of the way!
Just call us at (800) 801-7090 if you have any questions.

Thank you for all you do to recognize the outstanding character
and achievement of your CTE students!